

**Washington State Department of Early Learning (DEL)
Bid Request #10-106**

Project Title

Department of Early Learning (DEL) Research Consultant

Informal Bid #: 09-106

Funding Focus

Provide world-wide research information to assist DEL on key research information, quantitative analysis of research findings, and cost analysis for the early learning plan and recommendations.

In early June 2009, Governor Gregoire requested that DEL and Superintendent of Public Instruction (OSPI) develop “a proposal by December 2009 to ensure that all Washington children and their families have the benefit of early childhood education”. The Governor requested a world-class plan to support all children beginning at birth - a plan consistent with the vision of Washington Learns.

To assist with this very important work DEL is hiring a consultant to provide world-wide research information to assist DEL on key research data, quantitative analysis of research findings, and cost analysis for the early learning plan.

For the development work that needs to be accomplished through this specific contract, the contractor will provide quantitative and research founded data, meta reviews, conclusions and recommendations from research documents, longitudinal tracking of cohorts, quantitative analysis of research findings, and cost analysis of research findings that will assist DEL in make suggestions toward an early learning plan.

The contractor will help with the following:

1. Provide research specific for the early learning system as it relates to a tiered approach to serving children, parents, families and providers;
2. Address and provide suggestions and recommendations for the following document production:
 - a. Analysis of the applicable research data;

- b. Specific content pieces of research that would ensure that all Washington children and their families have the benefit of early childhood education; and
- c. Cost analysis of the research as it would apply to the operation of such findings.

DEL may award one or more contracts to consultants who submit proposals as a result of this bid.

Funds Available \$19,900

Completed bid packets are due by Thursday, September 17, 2009 at 4:00 p.m. to DEL Bid Coordinator:

Bid Coordinator	Debby Carr
E-mail address	Debby.carr@del.wa.gov
Mailing Address	P.O. Box 40970
City, State, Zip Code	Olympia, WA 98504-0970
Courier Address	649 Woodland Square Loop SE
City, State, Zip Code	Lacey, WA 98503

Selection Process and Timeline

Bid Due	September 17, 2009
DEL Finalizes Evaluation of Funding Applications	September 21, 2009
DEL Completes Negotiation of Contract	September 25, 2009
DEL Announces Successful Contractors/Projects	September 21, 2009
Contract Work Period	September 28, 2009

DEL reserves the right to change timelines.

Bid Proposal (Please type or print neatly. You may complete this form electronically - the boxes will expand to allow complete responses. If you complete this application manually, or wish to attach resource information you may do so.)

Applications will be evaluated by DEL based on the response to the information requested above. All items must be addressed for the application to be considered responsive. The deadline for submission to response is local time in Lacey, Washington. LATE BIDS WILL NOT BE ACCEPTED AND WILL BE AUTOMATICALLY DISQUALIFIED FROM FURTHER CONSIDERATION. TIME EXTENSIONS WILL NOT BE GRANTED.

Bidders assume the risk for the method of delivery chosen. DEL assumes no responsibility for delays caused by any delivery service.

DEL reserves the right at its sole discretion to reject any or all bids for any reason whatsoever prior to the execution of a contract. This Letter to Request Bids does not obligate DEL to contract for the services specified herein. The final selection, if any, will be the bid, which in the opinion of DEL best meets the requirements set forth in the Letter to Request Bids and is in the best interest of the state of Washington. DEL is not obligated to select the lowest priced bid. DEL shall not be responsible for any costs associated with a bidder's preparation of a bid in response to this Letter to Request Bids.

In submitting a bid in response to this Letter to Request bids, the bidder agrees to accept the terms set forth in this Letter to Request Bids. The selected bidder will be required to sign a personal service contract, including General Terms and Conditions. Under no circumstances is the bidder to submit its own standard contract terms and conditions in response to this Letter to Request Bids.

Any request for information about this project, are to be directed to the Bid Coordinator named above.

Bid Information (Please type or print neatly.)

Legal Business Name (as legally registered with the IRS)	
Doing Business as (DBA)	
Washington Uniform Business Identifier (UBI)	
Contact Person	
Mailing Address	
City, State, Zip Code	
Phone	
Fax	
E-mail	

Tax Status

- ☐ **501c3**
- ☐ **Tribal Organization**
- ☐ **Public or Government Entity**
- ☐ **Other Not-for-Profit**

Funding Amount Requested:

\$ _____

(Up to \$19,900.00 may be requested.)

As the authorized representative of the bidding organization, I certify that I have the authority to submit this proposal. I further certify that the information contained in this proposal is true and accurate. I understand that my organization will not receive reimbursement for any costs incurred in preparing this proposal. Should my organization be awarded funding, I understand that our submitted project proposal will be incorporated into the final contract.

Printed Name and Title	
Signature	
Date	

For the project description, below, you may enter information into the form electronically or attach information that will support DEL's ability to determine your ability to adequately provide these services.

Project Description (Worth 80 points)

Project item	Contractor Response- Please be clear and concise.
Can provide quantitative and research founded data, meta reviews, conclusions and recommendations from research documents	
Can prepare longitudinal tracking of cohorts, quantitative analysis of research findings, and cost analysis.	
Five years experience in research compilation with a client base which includes Universities, School Districts and the public sector.	

Submit three names of references that may be used at the discretion of DEL.	
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